Step by Step Instruction:

How to Conduct Direct Certification using Individual Student Lookup

Professional Standards Learning Code 3120 Length: 30 minutes



Revised March 2016

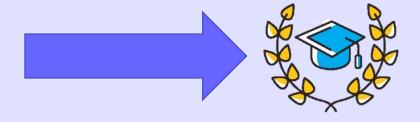
"How to Conduct Direct Certification using Individual Student Look Up" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Objectives

This training will provide guidance on:

- How to conduct Direct Certification using the 3 types of information that can be searched in Individual Student Lookup;
- How to understand the results;
- Common errors that come up using this search method.

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light purple like you see on this slide.



The Step by Step Instruction will review:

Log into CNP Direct Certification	Slides 6-13
Conducting Individual Student Lookup:	Slides 14-32
Standard Format Search/Results	Slides 19-22
SAIS ID Format Search/Results	Slides 23-24
SSN Format Search/Results	Slides 25-28
FAQ: Results of DC Report	Slides 33-38

The following slides will only cover how-to instructions for Individual Student Lookup.

Please refer back to the ADE webpage for other upload methods.

Individual Student Lookup

Individual Student Lookup

This method is recommended when searching a small number of students.

In this format:

- The user will enter information for each student directly into the system;
- Only information for 10 students can be entered and searched at one time.

This is best utilized to conduct Direct Certification when new students enroll.

1. Go to the ADE Health and Nutrition Webpage:

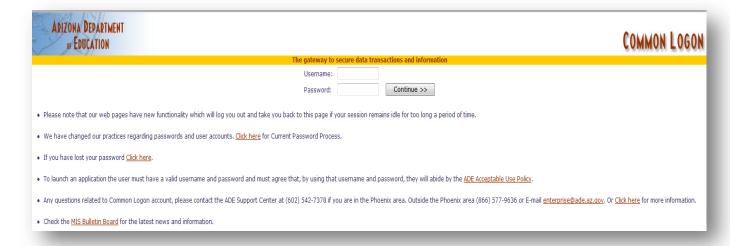
http://www.azed.gov/health-nutrition/



2. Locate "Common Logon" on the upper right of the webpage. Click on the Common Logon link.



A new webpage will load. It should look like this screen.





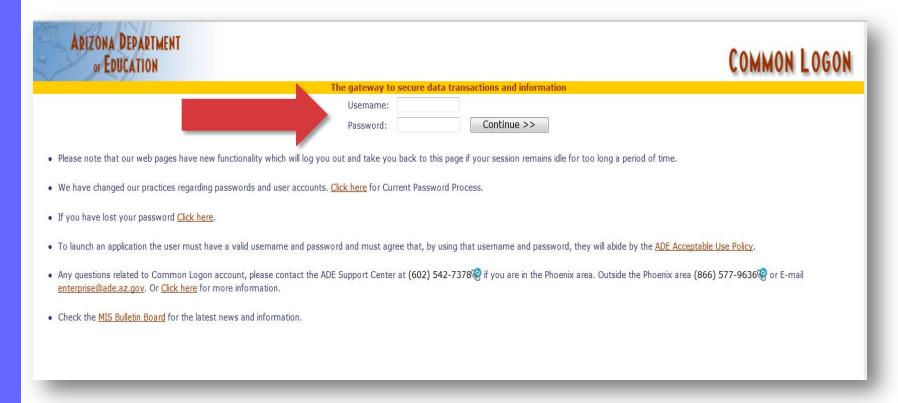
You must have a user name and password in order to access Common Logon.

*If you do not have a user name and password:

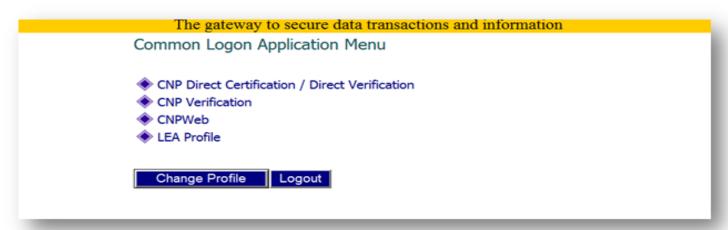
Go to: http://www.azed.gov/health-nutrition/nslp/program-forms/

- 1. Read the Online Training Manual
- Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
- 3. Receive Common logon username and password in 7-10 days with access to CNP Direct Certification/ Direct Verification access in 7-10 days.

3. Enter your Username and Password.



Once logging in, your webpage will show all Common Logon Applications you have access to.





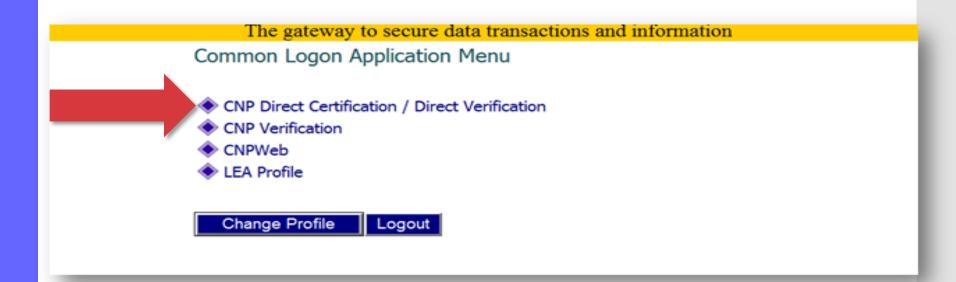
You must have access CNP Direct Certification/Direct Verification. This is an <u>additional</u> option on the Common Logon Permissions form.

*If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:

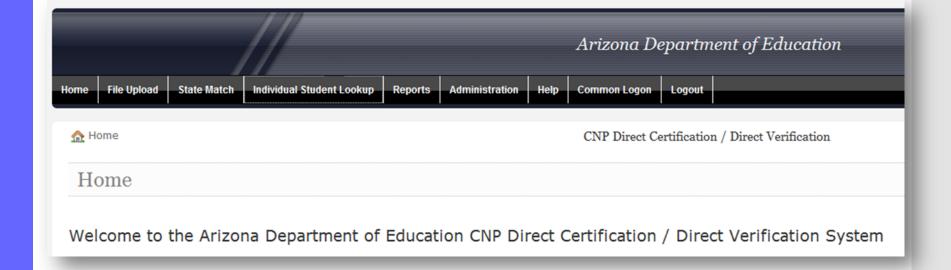
Go to: http://www.azed.gov/health-nutrition/nslp/program-forms/

- Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to <u>ADD</u> the Direct Certification permission. Send to ADE.
- 2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

4. Click on CNP Direct Certification/Direct Verification

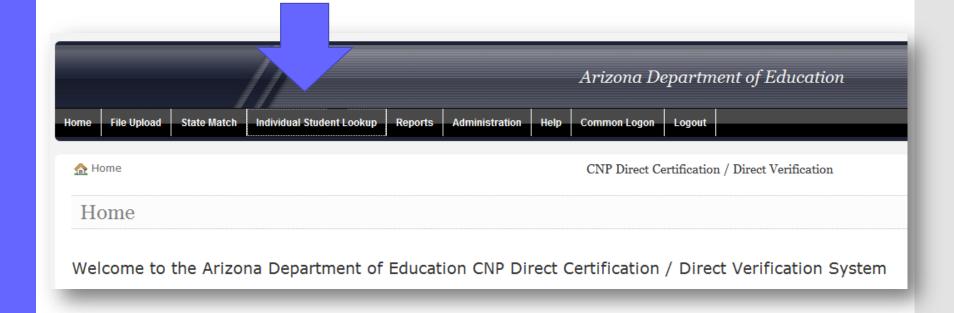


A new screen will load. It should look like this.



Individual Student Lookup

Click on the Individual Student Lookup tab.



A new screen will load.

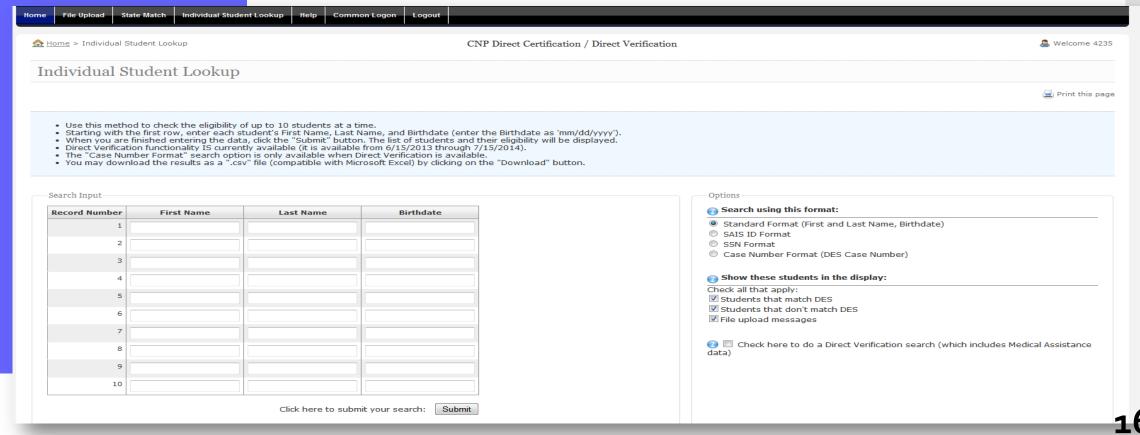
Individual Student Lookup should look like this.

You are able to choose how you search the student in the Direct Certification database.

Choosing different formats will require different types of student information.

The following slides will guide you through each format, including:

- Standard Format (First and Last Name and Birthdate)
- SAIS ID
- Social Security Number



Which of the following is <u>not</u> a format that can be used to search for student match information in Individual Student Lookup?

- A. SAIS ID numbers
- B. Standard- First name, last name, birthdate
- C. Student address
- D. Social Security Number



Which of the following is <u>not</u> a format that can be used to search for student match information in Individual Student Lookup?

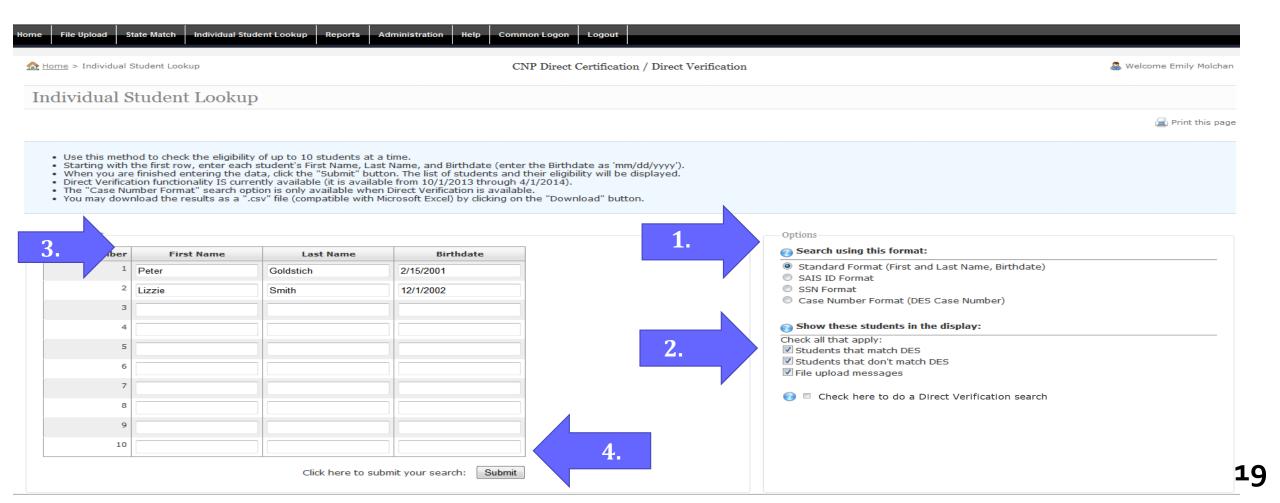
- A. SAIS ID numbers
- B. Standard- First name, last name, birthdate
- C. Student address
- D. Social Security Number

The Direct Certification system cannot search for matches based on student addresses. Refer to slide 16 for guidance about the search formats. The remainder of this guide will go through the 3 searchable formats.

Standard Format Search

Individual Lookup

- Choose to search using the format: Standard Format (First and Last Name, Birthdate)
- 2. Choose to display students: "Students that match DES", and "Students that don't match DES"
- 3. Enter the student's first name, last name and birthdate (using MM/DD/YYYY). (You may enter up to 10 students at a time)
- 4. Click Submit



Standard Format Search – Results

You must keep this report for your records.

- #1. Print report directly from webpage, OR
- #2. Download the report to save on your computer to access at any time.
- If any student resulted in a "Match"

 Reminder: If one child results in a "Match" in the SNAP, TANF or FDPIR column, all children in that household are considered directly certified and will receive free meal benefits for the program year.
- If any student resulted in a "No Match"

 Request documentation/household application from household

Processed as:	Standard		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:42 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	2	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	2
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:



Record Number *	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Peter	Goldstich	02/15/2001	No Match						
2	Lizzie	Smith	12/01/2002	No Match						

How should the birthdate for each student be formatted?

- A. Month, Date, Year each spelled out (March 4, 1998)
- B. MM/DD/YYYY (03/04/1998)
- C. Month-Date-Year (3-4-98)
- D. As a set of numbers with no spaces or dashes (341998)



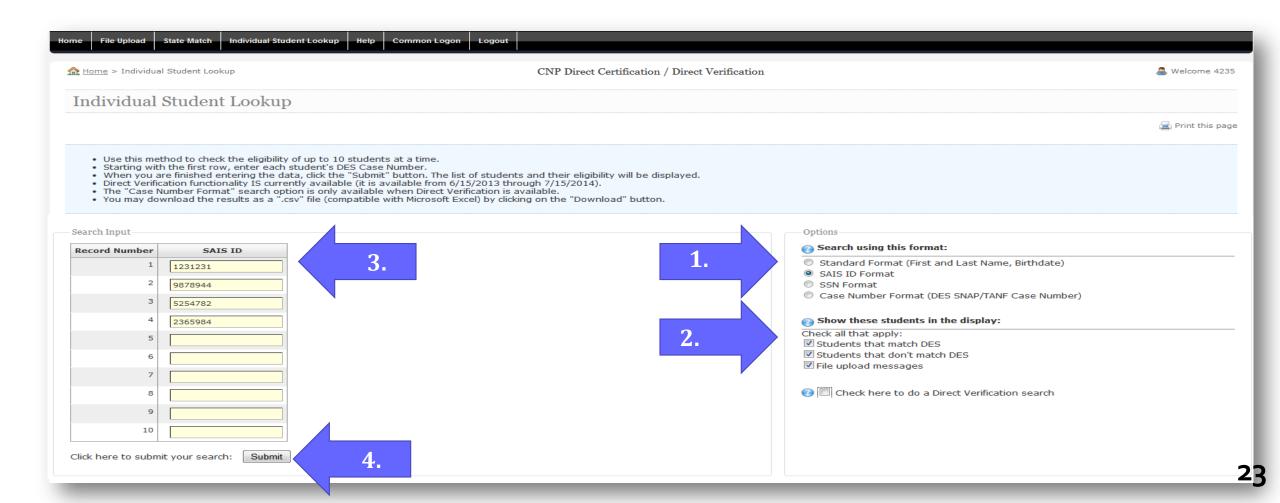
How should the birthdate for each student be formatted?

- A. Month, Date, Year each spelled out (March 4, 1998)
- B. MM/DD/YYYY (03/04/1998)
- C. Month-Date-Year (3-4-98)
- D. As a set of numbers with no spaces or dashes (341998)

The system will search the DES database for exact matches. This means the birthdates need to be listed exactly like they are in the DES database, which is MM/DD/YYYY. The system will automatically delete unnecessary zeroes. See the examples on slide 19 for a reminder.

Individual Lookup

- 1. Choose to search using the format: **SAIS ID Format**
- 2. Choose to display students: "Students that match DES", and "Students that don't match DES"
- 3. Enter the SAIS ID into the field. (You may enter up to 10 SAIS IDs at a time)
- 4. Click Submit



SAIS ID Format Search – Results

You must keep this report for your records.

#1. Print report directly from webpage, OR

Results

- #2. Download the report to save on your computer to access at any time.
- If any student resulted in a "Match"

 Reminder: If one child results in a "Match" in the SNAP, TANF, or FDPIR columns, all children in that household are considered directly certified and will receive free meal benefits for the program year.
- If any student resulted in a "No Match"

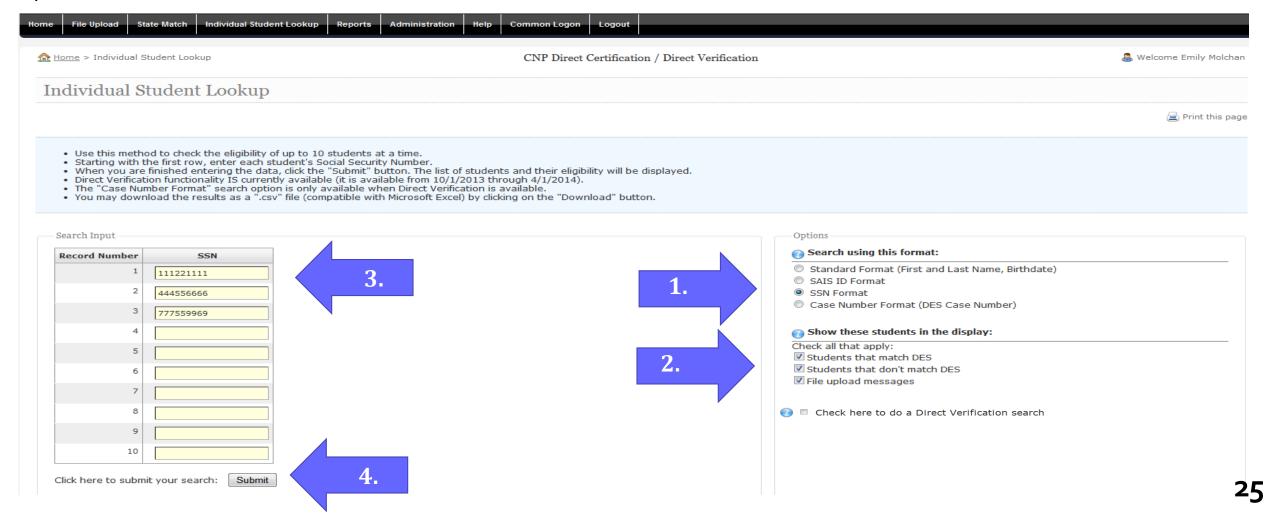
 Request documentation/household application from household

Processed as: SAIS ID																		
Prepared by:	Mia Calan	nia	Date Prepare	d:	5/28/2014	8:45 AM		Click he	ere to de	ownloa	d you	ur results:						
Direct Verification:	No		Displaying:		Matches , N	on-Matches												
Records Processed:	4		Validation Errors Found:		/alidation Errors Found:													
Matches Found:	0		Non-Matches	Found:	4													
SNAP Matches:	0		MA Matches:		0													
TANF Matches:	0		Foster Matches: 0															
Record Number *	SAIS ID	School Stu	dent ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload N	lessage				
1	1231231					01/01/1900	No Match											
2	9878944					01/01/1900	No Match											
3	5254782					01/01/1900	No Match											
4	23659984					01/01/1900	No Match											

SSN Format Search

Individual Lookup

- 1. Choose to search using the format: **SSN Format**
- 2. Choose to display students: "Students that match DES", and "Students that don't match DES"*
- 3. Enter the SSN into the field, without dashes or spaces. (You may enter up to 10 SSNs at a time)
- 4. Click Submit



SSN Format Search – Results

Results

You must keep this report for your records.

- #1. Print report directly from webpage, OR
- #2. Download the report to save on your computer to access at any time.
- If any student resulted in a "Match"

 Reminder: If one child results in a "Match" in the SNAP, TANF or FDPIR columns, all children in that household are considered directly certified and will receive free meal benefits for the program year.
- If any student resulted in a "No Match"

 Request documentation/household application from household

Processed as:	SSN		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:47 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	3
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:



Record Number A	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						

How should the social security numbers be formatted when they are entered in the Lookup search?

- A. All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B. All 9 digits with spaces between each number (example 123 45 6789)
- C. All 9 digits with forward slashes in between the groups (example 123/45/6789)
- D. All 9 digits with no spaces (example 123456789)



How should the social security numbers be formatted when they are entered in the Lookup search?

- A. All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B. All 9 digits with spaces between each number (example 123 45 6789)
- C. All 9 digits with forward slashes in between the groups (example 123/45/6789)
- All 9 digits with no spaces (example 123456789)

The system cannot search the social security numbers in the database unless they are listed without any special characters or spaces. Refer back to slide 25 to see how to format the numbers in the spreadsheet.

SSN Format Search Changes

Effective May 2014, ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. The DES Results column (Match or No Match) is still displayed. **LEAs must continue to utilize the DES Results column to determine if a student is Directly Certified**. Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view Step-by-step Instruction for using the CNP Direct Certification system.

When using Individual Student Lookup, how many students can be searched for at one time?

- A. 5 students
- B. 10 students
- C. 50 students
- D. Total enrollment



When using Individual Student Lookup, how many students can be searched for at one time?

- A. 5 students
- B. 10 students
- C. 50 students
- D. Total enrollment

When doing Individual Student Lookup, 10 students are searched at one time. Refer to slides 19, 21, and 23 (step 3) for this reminder. You can also see on the webpage that there are only 10 lines where information can be entered.

File Upload

File Upload Method

- If you feel that entering individual data for each student will take too long, you have the option to create a list of all students on the selected applications with their student data to upload into the system. This method is called File Upload.
- Please refer back to the ADE webpage for Step by Step Instruction for File Upload Methods.



FAQ: Results of DC Report

Q1. Do I need to download my results or can I just print the webpage?

Whichever method works better for the user. Upon request, the SFA must provide a copy of the original report and the date it was collected. Please note, when downloaded, the top summary bar (including date report was run) is not included. If you run multiple searches in Individual Student Lookup, you must print and/or save the results from each search.



FAQ: Results of DC Report

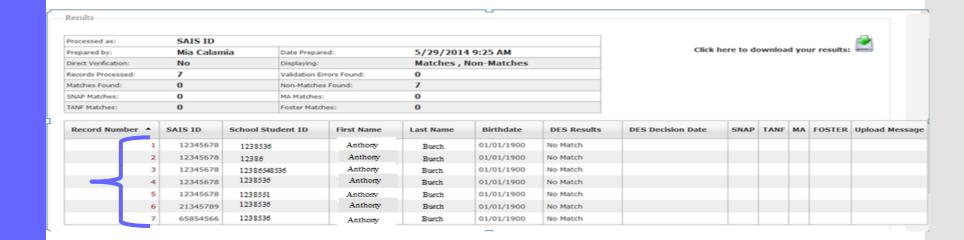
Q2. Would ADE accept my Direct Certification report if I copied the results of "Match and No Match" information onto an excel spreadsheet?

ADE will ask to see the original report created from the search. The SFA must keep the <u>original search results format</u> from the webpage or downloaded results. As long as the SFA has at least one copy in its original form, the SFA can copy the results into their own format.

Q3. Why is the student showing up more than once?

The may have been given multiple School Student IDs (i.e. transferred schools). The database will list ALL School Student IDs given to that student who has is only granted one SAIS ID. However, the DES result will be the same for all different School Student IDs.

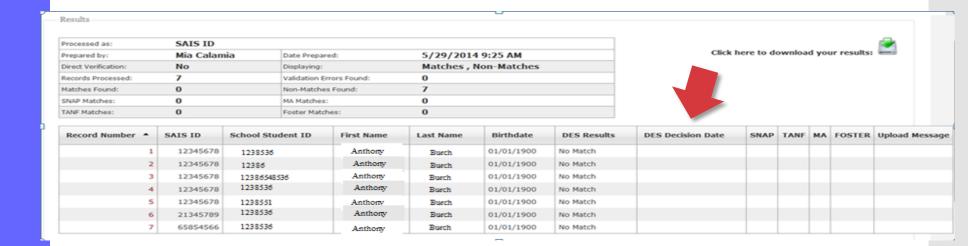
FAQ: Results of DC Report



Q4. On my results page, is it ok if the column "Decision Date" is blank?

Yes, it is ok if the column Decision Date is blank on the results report.

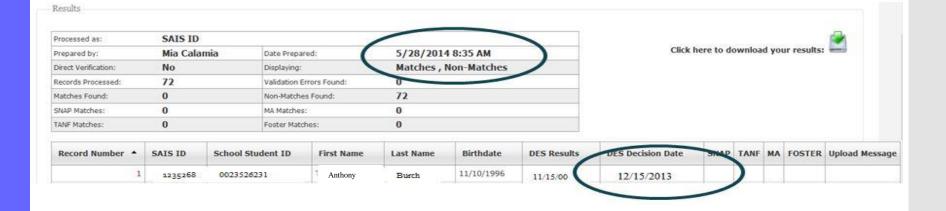
FAQ: Results of DC Report



Q5. On my results page, if there is a "Decision Date" next to the student, does their FREE meal benefits start at that date?

No, the student is directly certified and begins receiving free meal benefits the date the report was run and the first time they are "Matched" within the program year.

FAQ: Results of DC Report



Technical Assistance

If you have any questions on the eligibility when certifying children with Direct Certification, use:

The Eligibility Manual for School Meals found at:

http://www.azed.gov/health-nutrition/nslp/manuals/

For other Direct Certification methods, refer back to the ADE webpage

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